

Vacancy Announcement

Title:	Administrative Officer
Type of contract:	Consultancy
Contract duration:	8 months with possible extension (approximately 20 workdays per month)
Reporting to:	GSF Country Representative
Location:	Ukraine
Start date:	As soon as possible
Application deadline:	16 June 2024

Background

The Global Survivors Fund ("GSF") was launched in October 2019 by Dr Denis Mukwege and Nadia Murad, Nobel Peace Prize laureates 2018. Its mission is to enhance access to reparations for survivors of conflict-related sexual violence around the globe, thus responding to a gap long identified by survivors. GSF acts to provide interim reparative measures in situations where states or other parties are unable or unwilling to meet their responsibilities. GSF advocates for duty bearers as well as the international community to develop reparations programmes. It also guides states and civil society by providing expertise and technical support for designing reparations programmes. GSF's survivor-centric approach is the cornerstone of its work.

Urgent Interim Reparation Pilot Project

GSF has been working with the Government of Ukraine, and in particular with the Office of the Deputy Prime Minister for Euro-Atlantic Integration of Ukraine and with the Government Commissioner for Gender Equality Policy on the implementation of a pilot project on urgent interim reparation for survivors of conflict-related sexual violence in Ukraine. The goal of the project is not to wait any longer for survivors to access urgent reparation in the form of compensation. Survivors cannot wait until the war is over and pending the creation of a national reparation programme.

The overall role of the Administrative Officer is to provide the administrative, financial, logistical, and HR management of the project along with other members of the team in Ukraine and Geneva, and in compliance with the procedures defined in GSF's management framework. The position will also assist the Country Representative in all administrative matters linked with the implementation of the project.

Consultant's Responsibilities

Administration and Logistics

- Provide administrative support for day-to-day operations of the project management team;
- Develop partner contracts and sub-grantee agreements with relevant international and national partners based on existing GSF templates;
- Manage equipment and stationery purchases, in line with GSF's procurement policy;
- Organise logistics for team events and travels;
- Act as GSF focal point for the office management;
- Assist the Country Representative and Project Manager in all administrative aspects of implementing partners relations;
- Act as focal point on GSF management procedures for other team members;
- Ensure proper archiving of project-related administrative documents.

Finance Management

- Manage project finances within the GSF management framework and budget by:
 - processing invoices by sending them to GSF Geneva for approving and payment in accordance with internal procedures;
 - documenting and archiving project related expenses;
 - updating relevant financial tracking information.
- Facilitate all financial operations for the urgent interim reparation project with partners;
- Report regularly on past and future financial commitments.

HR management support

- Provide administrative assistance to Country Representative in setting up the project team;
- Help integrate the team and provide them with IT and communication tools;
- Facilitate the drafting and publication of job offers and the organisation of interviews as required, with team members in Ukraine and Geneva;
- Assist with internal communication of all administrative elements required for the smooth running of the project.

Other

- All other administrative tasks related to project implementation in line with future developments.

Requirements

Education and Experience

- Degree in finance, accounting, business administration, or other relevant subject and minimum 3 years of experience in similar position.

Other Requirements

- Fluency in Ukrainian and English;

- Strong organisational skills and ability to prioritise tasks and work independently;
- Proficiency with MS Office suite, particularly Excel;
- Proactivity in the administrative implementation of the project;
- Attention to detail;
- Positive attitude and excellent team spirit;
- Ability to work in a multicultural environment;
- Adaptability and flexibility.

How to Apply

Please send your CV and cover letter to recruitment@globalsurvivorsfund.org with "Administrative Officer Application" as email subject, by June 16th 2024. Please note that only shortlisted candidates will be contacted.

The Global Survivors Fund is dedicated to fostering diversity, gender balance, and inclusion, mirroring the varied landscapes where we operate and the communities we work with. We welcome applications from qualified professionals of all backgrounds, cultures, and beliefs. We particularly encourage candidates from regions where GSF is active to apply.

We adhere to several safeguarding policies, including Protection from Exploitation and Abuse, Child Safeguarding, and Fiscal Integrity.

Please be aware that candidates must be authorised to work in the country where the position is based at the time of application.

Your Data - *If you choose to apply for this position, you will be providing us with your personal data, that will be processed for the purpose of selecting a candidate for this position only. We will keep the personal data you share with us as part of the application process for six months from the deadline for application, after which it will be deleted. Your personal data will be accessed only by our HR Staff managing the recruitment process, as well as the members of the selection panel. You have the right to a) ask us for access to your personal data and for information about how we process it, b) to ask us to rectify the personal data we have on record for you, c) to ask us to delete your personal data or restrict its use, and d) to object to our processing of your personal data. To exercise these rights, please contact recruitment@globalsurvivorsfund.org. If you have any concerns or complaints about how GSF processes your personal data, please submit them to DataProtection@globalsurvivorsfund.org.*